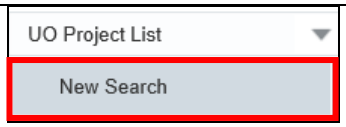
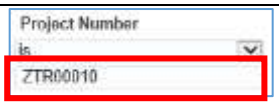
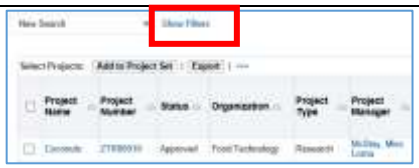
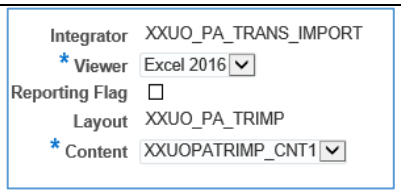
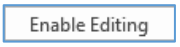
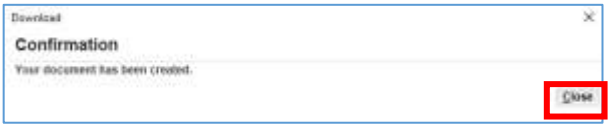
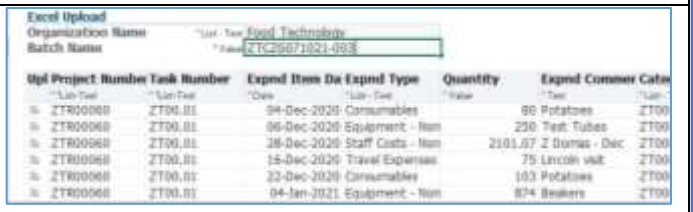
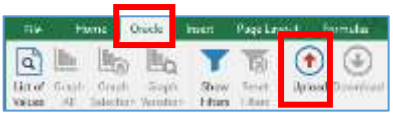
Projects

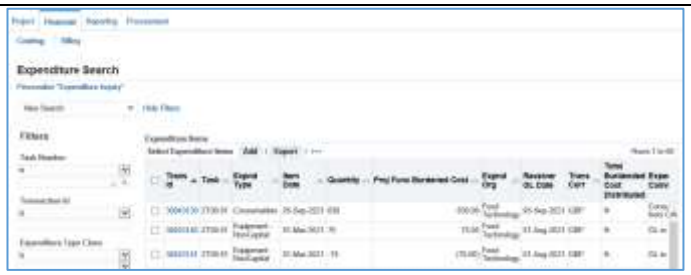
Find a Project in Self Service Forms

Click the Drop Down arrow And select the New Search option		
Enter the Project Number or any other data and click the Go button		
When the results are return click the Hide Filters link The results are then expanded and the Show link is visible		

Upload a Spreadsheet Journal

Update to your version of Excel and click the Create button. Then Click Open	 	
2 spreadsheets open. Click Enable Editing Click Enable Content Click Close You might need to move the spreadsheets to see the message box	 	
Enter the journal detail		
Click the Oracle ribbon. Click the Upload button	 	
Accept the upload parameters and click Upload.		

Expenditure Enquiry – Net Zero Items

Find the project and in the search parameters click the Go button.	Go	
To see only the Net Zero items Click the Add button in the search parameters	Add ▾	
Select Net Zero Adjustment Flag and select No in the second line		
Click Go again The number of results is reduced and excludes the netted off items	Go	